



Job Title: Management Research Analyst Senior
Job ID: 24990
Location: Tempe Campus
Full/Part Time: Full-Time
Regular/Temporary: Regular
College/Division: College of Liberal Arts and Sciences – American Indian Policy Institute
Scope of Search: Open to Public
Grant Funded Position: This is not a grant funded position and is not contingent on future grant funding.
Posted Rate of Pay: \$44,000 - \$62,000 per year; DOE

Duties and Responsibilities

Under the supervision of the Director: Develop proposals and conduct research, training and policy-based projects, including writing and preparation of reports and budgets. Select, develop and/or recommend appropriate project designs and methodologies. Communicate with internal and external experts and stakeholders to obtain information; conduct policy-oriented research using archives, on-line sources, interviews and focus groups. Conduct and facilitate meetings and workshops. Serve as primary liaison on projects; manage data collection and compilation; analyze and interpret quantitative and qualitative data; prepare and present project findings to various audiences. Serve on committees and attend meetings with funding agencies and other organizations; monitor expenditures ensuring adherence to program objectives and project budgets. May supervise, monitor or coordinate the activities of other staff.

Days and Schedule

Monday – Friday 8:00 A.M. – 5:00 P.M.

Minimum Qualifications

Bachelor's degree in social science, public administration, business or related field and five (5) years of experience in research, policy analysis or program management; OR, Any equivalent combination of years of education and/or experience from which comparable knowledge, skills, and abilities have been achieved.

Desired Qualifications

Post undergraduate degree in social science, public administration, business, law or related field. Demonstrated knowledge of policy issues affecting tribal governments and American Indian communities. Experience working with tribal governments. Experience working with: qualitative and quantitative data analysis and interpretation; successful proposal and report writing; effective verbal and written communication skills.

Department Statement/General Information

The American Indian Policy Institute conducts tribally-driven participatory research in which tribal governments and American Indian communities determine the priorities and seek out research partners within the university. The American Indian Policy Institute seeks to develop creative policy options and provide technical assistance to solve long-standing and emerging problems in American Indian affairs at the tribal, national, and state and local levels.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications.

Standard Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 67,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

Arizona State University is an Equal Opportunity/Affirmative Action employer.

Close Date

Initial close date is October 1, 2010. Applications will continue to be accepted and considered until the position is closed.

Instructions to Apply

Application deadline is 11:59pm Arizona time on the day indicated.

Complete the required information and attach a single document, which includes: a cover letter, resume, and the names, addresses and phone numbers of three professional references. Resume should include all employment in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

REQUESTED MATERIAL MUST BE IN ONE ATTACHMENT.

Only electronic applications are accepted for this position. If you need assistance applying for this job, please contact our customer service center at 480-965-2701.

ASU does not pay candidates for travel expenses associated with interviewing, unless otherwise indicated by the department at the time of call for interview.